

Guidelines for Executive Pay

July 2006

Executive Compensation pay guidelines for state employees applies to both non-classified and classified jobs.

An employee is considered an “executive” for the purposes of compensation in the state personnel system, under Idaho Code, when their job meets the following criteria:

- a. More than 50% of the job duties are management, and
- b. The job is responsible for the management of a department, agency, office, division, bureau or equivalent, and
- c. The job has two or more full time equivalent direct reports, and
- d. The individual is considered an Appointing Authority or they have significant influence on decisions regarding hiring and dismissals, and
- e. The job has been factored at a level of 260 Hay Points or more.

If the decision is not clear when compared to these 5 criteria, the Division of Human Resources will analyze:

- a. the current duties or job description for that position
- b. the job classification specifications
- c. the benchmark comparisons used for Hay Point factoring
- d. the organization's size
- e. the agency's organizational chart, per Idaho Code 67-2402 (this code requires cabinet level departments to be organized with specific levels).

Effective July 1, 2006, employees determined to be “Executive” will change from reporting time on an hourly basis to reporting time on a salary basis. Time cards only need to reflect time taken off (vacation or sick leave) in excess of a half day. Reference [Idaho Code 67-5328 \(create link\)](#).

Additional changes include:

- Vacation leave for executive level employees will accrue at 5 weeks per year.
- Executive level employees will not accrue compensatory time or earned administrative leave.
- Executive level employees are not eligible for MDA or to receive shift differential pay.
- Executive employees are entitled to ten paid holidays a year. If the holiday is worked, the executive employee may take an alternative day off but may not receive additional compensation. Executive employees are eligible for all other leave that reflects an absence from work for more than

one half day, including, but not limited to, Red Cross Disaster Leave, Leave for Organ Donation, Military Leave, Administrative Leave with Pay, and Jury Duty Leave.

Executives with existing compensatory time balances should work with their agency HR office for guidance in using these balances. Balances under 240 hours should be used by 12/31/06. Balances of more than 240 hours should be used by 12/31/08

For further information or questions, contact Dan Steckel with the Division of Human Resources at dsteckel@dhr.idaho.gov.